

## Job Description

**Job Title: Supported Internship Trainee Job Coach**

**Reports to: Regional Partnerships Manager**

**Location: Wakefield**

### **Purpose :**

To support interns on Prospects Supported Internships to progress in their work placements and make successful transitions into paid employment. To provide training and support for business partners and families, to ensure success during the workplace placements and to seek out job opportunities both within and outside of the host employers.

### **Main Duties and Responsibilities**

1. Provide individualised support for interns at their work placement or employment. This will include: job coaching, mentoring, identifying job placements, identifying any need for assistive technology, etc.
2. Develops professional relationships with parents/ carers to support interns to complete their placements
3. Work with work placement managers and employees to provide training around disability awareness
4. Develop a clear understanding of the nature of each interns learning difficulties and or social/emotional needs and take steps to address these needs
5. Meet regularly with placement managers and mentors to discuss the interns strengths and challenges, any issues, progress, identify new potential placement opportunities and source employment vacancies etc
6. Plan events such as induction, information nights/open days and graduation celebrations
7. Work with other team members to provide internal and external marketing materials such as newsletter articles, website information, community presentations, social media updates
8. Communicate with other job coaches/tutors, employers, family members and agency partners including the local authority and SEND Advisers
9. Provide training to interns in the areas such personal hygiene, communication skills, interviewing skills and appropriate behaviour in the work place
10. Participate in decision making processes to identify and implement training strategies within employer placements
11. Adhere to and promote the standards of the host business with the interns in order to promote job productivity and efficiency
12. Accurately complete all required job coaching paperwork

13. Apply for Access to Work funding on behalf of the interns
14. Provide basic information about benefits, work related expenses etc
15. Recognise and act on any issues concerning the safety and welfare of the interns
16. Be knowledgeable about current labour market trends, employment opportunities and initiatives in education
17. Help to create a safe and welcoming learning environment, ensuring that the services delivered to interns are effective and safe
18. Utilise a variety of support methods and resources appropriate to the needs of the interns

### **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b></p> <p><b>Job Title:</b></p> <p>(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Hold or willing to achieve NVQ level 4 or equivalent in Careers Education and Guidance, Youth and Community Work or Social Care or other related field e.g. counselling (DE)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experienced liaising with employers, sourcing vacancies and advocating on behalf of clients (DE)</li> <li>• An understanding of barriers that interns may face in finding suitable work.(E)</li> <li>• Experience in successfully delivering coaching sessions.(D)</li> <li>• Experience of providing support to individuals in a one to one or group setting.(E)</li> <li>• Experience of providing high quality one-to-one support or coaching that is motivational and engaging. (D)</li> <li>• Track record of achieving contract KPI's and outcomes for young people (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Knowledgeable of relevant legislation, policy and guidance in relation to children and young peoples services and SEND (DE)</li> <li>• Good IT skills, including familiarity with Microsoft Office software . (E)</li> <li>• Excellent verbal and written skills and ability to communicate effectively with a diverse group from senior managers, other professionals , young people and their families. (E)</li> <li>• Understanding of the client group and the barriers they may face. (E)</li> <li>• Ability to work on own initiative and as part of a team. (E)</li> <li>• Ability to work in and create strong partnerships with other organisations (D)</li> <li>• Able to identify and implement new ways of working that enhances service delivery and outcomes for young people (D)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• The ability to communicate effectively and appropriately for the audience. (E)</li> <li>• Good organisational and self-motivation skills. (E)</li> <li>• Excellent interpersonal, communication and presentation skills. (E)</li> <li>• Flexible and willing to undertake additional tasks to support the team and th e business (E)</li> </ul>

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)